

CONDITIONAL USE PERMIT

APPLICATION INFORMATION

City of Sparks, Nevada

GENERAL:

A Conditional Use Permit may be required as a prerequisite to the establishment of certain uses in certain zoning districts. Uses requiring a Conditional Use Permit are specified by zoning district in Sparks Municipal Code Title 20.

PRE-APPLICATION MEETING:

A pre-application meeting with the Community Services Department is **advisable** for any applicant proposing to apply for a Conditional Use Permit in the City of Sparks. Information on scheduling a pre-application meeting is available by contacting the Community Services Department.

APPLICATION & REVIEW PROCEDURE:

1. The applicant may choose to attend a pre-application meeting with the Community Services Department.
2. The applicant submits a complete Conditional Use Permit application on an application deadline date. Please refer to the attached schedule for the Conditional Use Permit application submittal dates.
3. The Community Services Department reviews the submitted application for completeness. The Community Services Department sends a letter to the applicant stating whether the application has been deemed complete or incomplete. If the application is deemed complete, a letter with the date of the Plan Review Meeting and any supplemental information needed for staff's review of the application will be sent to the applicant. If the application is deemed incomplete, a letter identifying the required deficient information will be sent to the applicant.
4. The applicant attends the **required** Plan Review Meeting to discuss their proposed Conditional Use Permit application. If supplemental application information was requested by the Community Services Department, the applicant shall provide such information on or before the Plan Review Meeting as directed by Planning staff.
5. Once the application has been deemed complete and the Plan Review meeting has been held, the Community Development Department will schedule the Conditional Use Permit to go before the Planning Commission. **Staff will make every effort to assure that completed applications maintain the Planning Commission Meeting schedule included in this application packet.**

For additional information please contact:

Community Services Department

431 Prater Way, Sparks, Nevada 89431

Phone: (775) 353-2340 / Email planningreview@cityofsparks.us

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The following items shall be submitted as a part of the Conditional use permit application:

- 1. **Health Department Application Fee:** An additional fee is assessed by the District Health Department for review of your application. Please include a check or money order payable to the “City of Sparks” with your application. (The City of Sparks receives fees on behalf of District Health) See FEE SCHEDULE for correct amount.
- 2. **Application & Noticing Fee:** A check or money order payable to the “City of Sparks” for the application fee and the **required** noticing fee. **Both the application fee and noticing fee are due at the time of the application submittal.** The application fee is a deposit against which staff bills time and materials. At end of review and approval, there could be a refund or balance due. **The Conditional use permit will not be issued until the balance due is paid in full.** See FEE SCHEDULE for correct amount.

*****PLEASE NOTE ALL FEES MAY BE PAID BY ONE CHECK*****

- 3. **Proof of Ownership:** If the person signing the owner’s affidavit is not listed as the property owner in the most recent records of the Washoe County Assessor, proof of ownership acceptable to the administrator must be submitted with the application. If the signer is an agent of the owner, written documentation of that fact acceptable to the administrator must be submitted. If in Corporate ownership, a list of all Corporate Officers must be provided.
- 4. **Traffic Study:** One (1) copy of a complete traffic study prepared by a Nevada licensed traffic engineer for any project which will generate more than 80 peak hour trips. If the project will generate less than 80 peak hour trips, please submit a trip generation letter prepared by a state of Nevada licensed traffic engineer for documentation of the trips anticipated to be generated.
- 5. **Review Packets:** One (1) original and one (1) digital copy (preferably on a thumb drive), of each containing the following:
 - a. Completed Development Application form
 - b. Completed Residential or Non-Residential Project Data Sheet
 - c. A written description of the proposed use
 - d. Are there any existing structures on the proposed site?
 - No
 - Yes (Please include a dimensioned site plan, pictures of existing buildings, and any additional information that would be helpful to illustrate the existing use of the site. All plans shall be drawn to standard architectural or engineering scale and shall include a north arrow.)
 - e. Is a new structure proposed at the existing site?
 - No
 - Yes – The following shall be submitted:
 - A dimensioned site plan which includes the new structure, setbacks to property lines, easements, and any additional information that would be helpful to illustrate the proposed use of the site.
 - Four-sided architectural building elevations with colors and materials clearly labeled.
 - Floor plans
 - A detailed landscape and irrigation plan with plant materials, sizes and quantities clearly labeled. The total percent of the site that is proposed to be landscaped shall be provided.
 - f. Is the use to be located in an existing developed area?
 - No
 - Yes, provide written narrative discussing how the proposed use is in character with the existing neighborhood.
 - g. Demonstrate that City services can be provided at acceptable service levels.
 - h. Is the project site 20 or more acres in size?
 - No
 - Yes, all 20 or more acres development projects must demonstrate the project is fiscally positive to the City for a period of at least 20 years.
 - i. **If drawings larger than 8½” x 11” are included with the application, one 8½” x 11” or 11” x 17” color reproduction of each MUST be provided.**
 - j. Vicinity Map depicting the respective site and including surrounding roadways.
 - k. **The original signed applicant and owner’s affidavit shall be provided. Signatures must be original.**

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NOTE: The application materials required above shall serve as a short list of necessary material. The Community Services Department requests that additional application materials be submitted specific to the nature of the project request.

The complete list of required materials as outlined in the Sparks Zoning Code – Title 20 can be found at the following link.

https://library.municode.com/nv/sparks/codes/code_of_ordinances?nodeId=TIT20ZOCO_AP_APXA-IGE

DEVELOPMENT APPLICATION

ACTION REQUESTED:

- Administrative Review
- Administrative Review MME
- Annexation
- Conditional Use Permit
- Development Agreement
- Comprehensive Plan Amendment
- Major Deviation
- Minor Deviation
- Planned Development



- Rezoning
- Tentative Subdivision Map
- Variance

| | |
|---|-------------|
| CASE NUMBER: | FEE: |
| _____ | \$ _____ |
| Noticing Fee _____ | \$ _____ |
| TOTAL FEE: | \$ _____ |
| Rec'd by: _____ | Date: _____ |
| <i>(For Planning Department Use Only)</i> | |

DATE: _____

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

(Mark one box to indicate responsible party and mailing address)

PROPERTY OWNER*

Name: _____

Address: _____

City _____ State _____ ZipCode _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

PROJECT ADDRESS:

PARCEL NO. (APN): _____

PROPERTY SIZE: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

MASTER PLANNED LAND USE: _____

EXISTING USE: _____

APPLICANT*

Name: _____

Address: _____

City _____ State _____ ZipCode _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

SURROUNDING USES:

North _____

East _____

South _____

West _____

PERSON / FIRM PREPARING PLANS

Name: _____

Address: _____

City _____ State _____ ZipCode _____

Phone: _____ Fax: _____

Contact Person: _____

E-mail Address: _____

* *If a corporation please attach a list of corporate officers.*

* *If a partnership please list all general partners.*

NOTE: Affidavits must be signed by both the property owner and the developer/lessee and notarized before the application is submitted.

DEAR APPLICANT:

THE CITY OF SPARKS APPLICATION PROCESS REQUIRES THAT THE PROPERTY OWNER AUTHORIZE THE APPLICANT TO REQUEST DEVELOPMENT RELATED APPLICATIONS. DEVELOPMENT APPROVALS REMAIN WITH THE LAND; THEREFORE, THE PROPERTY OWNER IS ALWAYS RESPONSIBLE FOR ANY ACTIVITY ON THE PROPERTY.

OWNER AFFIDAVIT

STATE OF NEVADA)
) SS
COUNTY OF WASHOE)

I, _____ being duly sworn, depose and say that I am an owner of property / authorized agent involved in this petition and that I authorize _____ to request development related applications on my property. I also give permission for site visitation by the Planning Commission, City Council and City staff.

Name: _____

Title: _____

Signature: _____

Subscribed and sworn before me this _____ Day of _____, 20 _____

Notary Public in and for said County and State

My Commission expires: _____

APPLICANT AFFIDAVIT

STATE OF NEVADA)
) SS
COUNTY OF WASHOE)

I, _____ being duly sworn, depose and say that I am the applicant involved in this petition and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I also give permission for site visitation by the Planning Commission, City Council and City staff.

Name: _____

Title: _____

Signature: _____

Subscribed and sworn before me this _____ Day of _____, 20 _____

Notary Public in and for said County and State

My Commission expires: _____

City of Sparks Community Services Department
 2022 APPLICATION DATES
CONDITIONAL USE PERMITS, VARIANCES & MAJOR DEVIATIONS

APPLICATIONS WILL ONLY BE ACCEPTED ON APPLICATION DEADLINE DATES

| Application Deadline* | | Plan Review Meeting | | Planning Commission Meeting | | |
|------------------------------|---------------------|----------------------------|---------------------|------------------------------------|---------------------|---------|
| Tue | Dec 21, 2021 | Wed | Jan 05, 2022 | Thu | Feb 17, 2022 | 6:00 PM |
| Wed | Jan 19, 2022 | Wed | Feb 02, 2022 | Thu | Mar 17, 2022 | 6:00 PM |
| Wed | Feb 16, 2022 | Wed | Mar 02, 2022 | Thu | Apr 21, 2022 | 6:00 PM |
| Wed | Mar 23, 2022 | Wed | Apr 06, 2022 | Thu | May 19, 2022 | 6:00 PM |
| Wed | Apr 20, 2022 | Wed | May 04, 2022 | Thu | Jun 16, 2022 | 6:00 PM |
| Wed | May 18, 2022 | Wed | Jun 01, 2022 | Thu | Jul 21, 2022 | 6:00 PM |
| Wed | Jun 22, 2022 | Wed | Jul 06, 2022 | Thu | Aug 18, 2022 | 6:00 PM |
| Wed | Jul 20, 2022 | Wed | Aug 03, 2022 | Thu | Sep 15, 2022 | 6:00 PM |
| Wed | Aug 24, 2022 | Wed | Sep 07, 2022 | Thu | Oct 20, 2022 | 6:00 PM |
| Wed | Sep 21, 2022 | Wed | Oct 05, 2022 | Thu | Nov 17, 2022 | 6:00 PM |
| Wed | Oct 19, 2022 | Wed | Nov 02, 2022 | Thu | Dec 15, 2022 | 6:00 PM |
| Mon | Nov 21, 2022 | Wed | Dec 07, 2022 | Thu | Jan 19, 2023 | 6:00 PM |
| Tue | Dec 20, 2022 | Wed | Jan 04, 2023 | Thu | Feb 16, 2023 | 6:00 PM |

The decision of the Planning Commission is subject to an 11-day appeal period.

**Meeting the application deadline does not guarantee each submittal will follow this schedule. Staff will make every effort to assure that completed submittals will maintain this schedule.*

**FEE SCHEDULE FOR PLANNING DIVISION
(Effective July 2020)**

| APPLICATION TYPE | CITY OF SPARKS | DIV. OF WATER RESOURCES | DIV. OF ENVIRON. PROT. |
|--|--|---|------------------------|
| Annexation | \$3,000.00 plus \$500.00 noticing fee | N/A | N/A |
| Administrative Review | \$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$501.00 District Health fee | N/A | N/A |
| Administrative Review Medical Marijuana Establishment | \$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$501.00 District Health fee | N/A | N/A |
| Administrative Review Telecommunications Tower | \$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** Plus \$501.00 District Health fee | N/A | N/A |
| Amendment to Development Agreement | \$88.00 per hour | N/A | N/A |
| Area Plan | \$5,000.00 deposit credited toward actual staff time | N/A | N/A |
| Conditional Use Permit Major | \$2,500.00 deposit credited toward actual staff time **Not to exceed \$7,495.00 **Plus \$500.00 noticing fee** **Plus \$846.00 District Health fee** \$10,000.00 deposit credited toward actual staff time **Plus \$500.00 noticing fee** **Plus \$846.00 District Health fee** | N/A | N/A |
| Comprehensive Plan Amendment | \$2,500.00 | N/A | N/A |
| Development Agreement | \$1,900.00 plus \$120.00 per hour **Plus \$846.00 District Health fee** | N/A | N/A |
| Deviations Minor Major | \$120.00 \$1,250.00 deposit credited toward actual staff time **Not to exceed - \$7,495** **Plus \$500.00 noticing fee** ** | | |
| Planned Development | \$5,000.00 deposit credited toward actual staff time Typical costs for a Planned Development: \$10,000 to \$50,000 ** Plus \$500.00 noticing fee** **Plus \$1,319 if served by sewer or \$2,906 if served by septic District Health fee** | Applies only if there is a Tentative Map/Conformance Review (See Tentative Map) | |
| Reviewed of expired Tentative Subdivision Map | \$1,250.00 deposit credited toward actual staff time **Not to exceed \$7,495** **Plus \$1,319 if served by sewer or \$2,906 if served by septic District Health fee** | \$180.00 + \$1.00/lot | \$100.00 + \$1.00/lot |
| Rezoning | \$517.00 **Plus \$500.00 noticing fee** | N/A | N/A |
| Temporary Use Permit | \$100.00 | N/A | N/A |
| Tentative Subdivision Map | \$22,800.00 **Plus \$1,319 if served by sewer or \$2,906 if served by septic District Health fee** | \$180.00 + \$1.00/lot | \$100.00 + \$1.00/lot |
| Variance | \$4,110.00 **Plus \$500.00 noticing fee** **Plus \$501.00 District Health fee** | N/A | N/A |
| Zoning Research | \$80.50 per hour | N/A | N/A |

Please Note: Washoe County District Health fees are now payable to the City of Sparks. The fees can be paid by separate check or can be added together and paid as one. All checks made payable to the City of Sparks. All fees are due and payable at the time of submittal. Thank you.